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SEUKEI

Office Memorandum • UNITED STATES GOVERNMENT

то	: Chief,	Intelligence School	DATE: 1 Oct	ober 1957
FROM	: Chief,	Operations Support Facult	y	25X1
su bject	: Weekly	Report No. 40, 24 Septem	per - 1 October 1957	25X1
enr	1. Ope	erations Support #28 begar of students.	n on 30 September with a firs	t week's 25X1
	2. Adr	ministrative Procedures #7	4 was completed on 27 Septem	ber.
Off:	is prese ice of Lo	ently being reviewed by	. It is anticipated that th	ive Staff. 25X1
boar sent need	rd and di t display	plans for a new combination is play panel board. It is y board in Room 136 (class) the instructors so that	of the Operations Support For the Delackboard, magnet board, hoped that this will replace room) and will meet the trainall other blackboards, A-frances	blanket e the pre- hing aid 25X1
v	5.	·		25X1
The	ew set of new aids	conferred with visual aids for use in to will combine symbols and throw charts now being dev	Graphic Arts, and he Pay and Allowances presentitles for use on the blank eloped will be utilized.	tation.
remu	ed the s uneration	for overseas service. T	in Finance, n requesting and claiming spe hese forms will be reproduced	d and in-
cedu	orated 1 ires and	n the student kits for Op Budget & Finance Procedure	erations Support, Administrates.	tive Pro- 25X1
the pers of t	onnel ar he preli	I Handbook for field Case e being set up for minary work has been comp	Assistant to the SSA/DD/S re	elative to n DDP ok. Much ge of the

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8. visited RI and discussed with and on-the-job training that the RI training office give their people going overseas in order to coordinate it with the training office given by the Operations Support Faculty.	res to ning 25X1
9. visited the Cable Secretariat brought up-to-date on any recent changes in cable writing.	to be 25X1 25X1
10. met with of RI and treviewed the dispatch sample problems for the Operations Support st	
value of the Budget & Finance Procedures instruction for the use of personnel receiving this instruction to assist them in interpreting Field accounts as they come to Headquarters. The auditorium will be able for the running of the next Budget & Finance Procedures. The Budget & Finance Procedures is scheduled 7 - 18 October and will be ducted in the auditorium and Room 136 provided sufficient students enrolled.	on the Finance the eavail- next 25X1
12. The change in the Clandestine Services Review to two week be extremely helpful in the second week of Operations Support as the several film showings.	as will 25X° nere are 25X°
of EE Division as of this time has not located release to us; however, he referred to of E locate a general operations case as well as one case employing the	SE to
14. has completed Administrative Procedures a reported back to her duties in this office.	and has
	25 X 1